

Adjutant General's Department

7/17/2012

YOUR DIRECT LINK TO State Vacancies

**POST &/or
Distribute**

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1	Unclassified Full-time	NEW Planner II Paper Application Form Available under "Recruiting Forms" http://www.kansastag.gov/STATEHRO.asp?PageID=456 (Job Opening Not Posted on State of Kansas Website)	KDEM	July 22, 2012
Topeka	1,2,3	Unclassified Full-time	Fire Protection Supervisor https://www.da.ks.gov/ps/pub/reginfo.asp?id=172317	190 th CEF Forbes	Open Until Filled
Wichita	1,2,3	Unclassified Full-time	Supervisor Structural Shop https://www.da.ks.gov/ps/pub/reginfo.asp?id=172075	184 th CE McConnell	July 22, 2012
Wichita	1,2,3	Unclassified Full-time	Electrician https://www.da.ks.gov/ps/pub/reginfo.asp?id=172066	184 th CE McConnell	July 22, 2012

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Planner II Kansas Division of Emergency Management, Topeka, KS

Requisition: None – Closes 7/22/2012 – Full time, unclassified with benefits, state position, \$24.48 per hour. **This position is open only to current employees of the Adjutant General's Department.** Because this position is open only to internal employees, it will not be posted on the State of Kansas website. You can access the paper application using the link above. You can also apply on line through the State of Kansas website and submit it to the Adjutant General's Department; you just won't have a job posting to refer to.

Job Description: Carries out a component of the planning mission of the Division which includes:

1. Interprets federal guidelines, regulations and policies that impact planning to included: state planning initiatives, County Emergency Operations Plans (CEOPs), mitigation planning, and other hazard specific plans as required.
2. Coordinates the planning process and completes plans at the state and local levels.
3. Recommends changes to program policies and regulations as related to emergency and mitigation planning.
4. Interfaces with local, state and federal staff to review state/federal policies and standards.
5. Provides technical assistance to local officials in the development of local mitigation, emergency plans, continuity of operations plans (COOP), and other plans that may be required.
6. Develops project management plans using standard industry project management techniques; then employs these plans to manage output and costs on a variety of planning projects.
7. Uses management systems and tools (example: web based planning systems) to determine, assign, and recommend approval of plans.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460 Marti Stadler: 274-1392 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

8. Develops and delivers training of staff at the state and local levels on new and existing federal guidelines, regulations and policies.
9. Meets with county commissioners, county emergency managers, state and federal agencies and other local officials on issues related to planning and projects.
10. Functions in various roles during situations requiring response under the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS).

Minimum and Preferred Qualifications:

1. Requires three years of experience in planning, implementing and monitoring activities relevant to emergency management and/or hazard mitigation programs. **Strong preference** will be given to applicants with previous hazard mitigation planning and/or project experience.
2. A degree in emergency management, public administration, or related field may be substituted for a **MAXIMUM** of 2 years experience (two years education for one year experience). **A minimum of one year experience is required.**
3. Requires a valid driver's license, obtaining and maintaining a secret security clearance and obtaining Emergency Manager Certification within 18 months of hire.
4. Desire a background in emergency management and hazard mitigation, preferably at the county level;
5. Effective interpersonal communications and organization skills with ability to work independently; and
6. Ability to read and interpret technical materials and make sound assessments.

Apply online at www.jobs.ks.gov or send a State application to: State Human Resources, The Adjutant General's Department, 2800 SW Topeka Blvd., Topeka, KS 66611-1220.

Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

Fire Protection Supervisor 190th Air Refueling Wing, Forbes Field, Topeka, KS.

Requisition # 172317 – Open until filled – Full time, unclassified with benefits, state position, \$13.04 per hour, negotiable based on qualifications. This position works a 24/48 schedule. This position is OPEN UNTIL FILLED, so please get your applications in as soon as possible.

Job Description: Supervises a shift of four (4) fire fighters in making management decisions in solving problems, providing precise and accurate decisions for firefighting guidance. This includes but is not limited to, timesheets, approving leave, staffing, counseling, observing and evaluating performance. This requires knowledge of and the ability to interpret and apply directives fairly. Employee acts as the Wing Fire Chief in his/her absence. Employee also performs rescue, fire suppression, firefighting, hazardous materials containment and control and/or emergency medical services duties during emergency incidents.

Minimum and Preferred Qualifications: Requires successful completion of a full four year (4) high school curriculum or GED equivalent. Also requires five (5) years of firefighting experience with progressive leadership responsibilities, four (4) years must be in airfield firefighting; possess the following certifications, DOD Fire Officer III; Hazardous Material Operations; Hazardous Materials Incident Command; and Airport Firefighter. Position requires certification of Emergency Medical Technician in 12 months; NIMS 100-400 & 700 and 800, State of Kansas Basic Supervisory course, and Air Force Incident Management course within 24 months. Must pass NFPA 1582 pre-employment physical and physical condition assessment. Applicants must be physically able to perform efficiently the duties of the position for which they are considered. This position requires arduous physical exertion under rigorous and unusual conditions.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant General's Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant General's Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

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Supervisor Structural Shop Kansas Air National Guard – McConnell AFB – Wichita, KS

Requisition # 172075 – Open until July 22, 2012 – Full time, unclassified with benefits, state position, \$19.65 to \$21.00 per hour based on qualifications. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 P.M.

Job Description: Supervisor Structural Shop: Supervise the maintenance and repair staff as well as assisting the staff with completing their tasks. These maintenance and repair tasks include carpentry, electrical, HVAC, windows/doors, ground maintenance, facility alterations including wall systems, doors, suspended ceiling systems, floor cover, and any other facility related repair. The team also performs preventive maintenance on building systems and building equipment.

Minimum and Preferred Qualifications: Requires five (5) years of experience performing facility maintenance and repairs on major and minor building systems. Prefer one (1) year of supervisory experience.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

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Electrician Kansas Air National Guard – McConnell AFB – Wichita, KS

Requisition # 172066 – Open until July 22 2012 – Full time, unclassified with benefits, state position, \$17.80 to \$19.00 per hour based on qualifications. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 P.M.; may be required to work outside normal hours on occasion.

Job Description: Electrician: Tasks include electrical troubleshooting of facilities equipment such as gates, overhead doors, fire/security/mass notification systems as well as preventative electrical maintenance, electrical construction and repair, office lighting and controls, working with medium voltage as well as typical 480/277/208/120 voltage building systems. Performs other trades as needed, such as: carpentry, mechanical and grounds maintenance.

Minimum and Preferred Qualifications: Journeyman license and/or formal training preferred but not required, minimum of three (3) years experience with electrical troubleshooting and maintenance. Must be able to work at heights up to 100 feet, lift/move 80 pounds, and have normal color vision.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

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